

Washington State

# Education and Training Voucher (ETV) Program Guidelines

A GUIDE FOR STUDENTS

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have the same parts, and God  
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Money is available to help you  
with school after high school.



# What is ETV?

- This program is designed for current and former foster youth who have aged out or who are likely to age out of the foster care system
- ETV offers financial assistance for you to attend colleges, universities, vocational or technical training programs
- ETV awards can help fund tuition, fees, books, housing, transportation and other school-related costs
- Funding is available up to \$5,000 to eligible students every year
- ETV awards are unique to each student and are based on the cost of attendance formula established by the school of choice, your financial aid award and your unmet need
- Your total financial aid cannot exceed the cost of attendance, so not every student will receive a full \$5,000
- ETV is designed to complement your efforts to secure financial means to attend post secondary school
- ETV is available anywhere in the United States

## The Power of Education

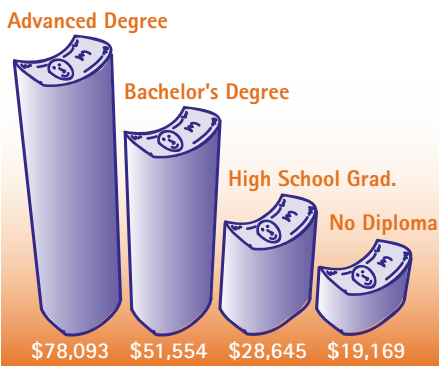
Increase your earning potential!

Break the barriers!

Seize the moment!

Be a positive role model!

### Average Earnings by Education: 2004



Source: U.S. Census Bureau, Current Population Survey, Educational Attainment in the U.S.: 2005

# ETV Program

## Eligibility

You may qualify if you:

- are accepted into or are enrolled in a degree, certificate or other program at an accredited college, university, technical or vocational school; and
- have not yet reached your 21st birthday; or
- have not yet reached your 23rd birthday and received ETV funds as of your 21st birthday; and
- are currently a dependent youth in foster care; or
- you were a dependent of the State of Washington and aged out of foster care system at age 18, emancipated or were adopted from foster care after your 16th birthday; and
- show you are making progress towards your educational goals

## How do I apply for ETV?

- Complete ETV application for Washington State
- Submit the Free Application for Federal Student Aid (FAFSA), [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for federal and state financial aid. Be aware of a similar website that charges a fee for this free application
- Remember that if you are planning to take summer classes, you may need to update your FAFSA, and submit it to the ETV program





# a P P L i c A t i O N

Applications are available at: [independence.wa.gov](http://independence.wa.gov)  
or from the ETV Program Manager; call us for more information at  
toll free 1-877-433-8388 or (360) 902-8482.

## INITIAL

If you are applying for the first time, you will need to submit:

- A Common Application with the required documentation or if you are attending a Technical/Vocational/Certificate (TVC) Program you may use the Common Application or the TVC Application
- Letter of acceptance from an accredited school/program or class schedule
- If available, cost of attendance documentation from your school
- Financial aid award letter

### ETV Priority Deadlines:

Applications received after priority deadlines will receive funds based on available funding.

<b>August 1</b>	fall quarter
<b>January 1</b>	winter quarter
<b>March 1</b>	spring quarter
<b>June 1</b>	summer quarter

## RENEWAL

- Submit a transcript of grades at the end of every quarter or semester in order to continue eligibility for funding

If you have received ETV funds in previous years, you will need to submit:

- ETV Renewal Application
- Letter of acceptance from an accredited program or class schedule
- If available, cost of attendance documentation from your school
- Financial aid award letter
- Grades from previous term

## What is a Financial Consultation?

- After the application is submitted, the program manager will arrange for a financial consultation
- This is an opportunity for the ETV Program Manager to work together with you to plan for your education and related expenses
- During this time the program manager will explain the program, follow up forms, your ETV budget and covered expenses

# d e T e R M i N a t I O N s

## How is the cost of attendance determined?

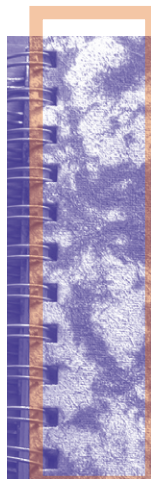
- Your cost of attendance is determined by your school of choice
- Includes: tuition, fees, books, housing, transportation and other school-related costs unique to your needs
- You can ask the financial aid office to adjust your cost of attendance if your program requires you to purchase special equipment, such as a computer, or if you are a parent responsible for the care of a child while in college
- For general information on the cost of attendance, go to [www.nces.ed.gov](http://www.nces.ed.gov)

## How is my ETV award determined?

- Once you submit your cost of attendance letter and FAFSA award letter to the ETV Program, the ETV Program Manager will review these documents and determine your unmet need and your ETV award
- The ETV Program Manager will contact you for a financial consultation to review the program and your budget

# f o l l o w U p f o R M s

- Participant Agreement, signed by student
- ETV Payment Request Form, signed
- ETV Participant Release/Cashier Statement. The top section is the release, which needs to be signed by you. The bottom section needs to be completed, signed and faxed by your school's Financial Aid Office or Cashier Office and sent to the ETV Program
- The ETV Program Manager will review and complete the Budget Work Sheet during the financial consultation, you do not need to complete this. It is recommended that you review this prior to your financial consultation with the ETV Program Manager.





## What are my responsibilities?

As a participant in the program, you are responsible to:

- Read and understand the Washington State ETV Guidelines regarding the application process and specific program information
- Agree to and sign the ETV Participant Agreement Form
- Open and maintain a free e-mail account and check it frequently
- Notify the ETV Program if there is a change in:
  - Contact information
  - Financial situation
  - Classes or enrollment status
  - Financial aid probation/termination or are placed on academic probation
  - Change in academic institution
- Submit a transcript of grades at the end of every quarter or semester in order to continue eligibility for funding
- Maintain a 2.0 GPA or better
- Complete the Participant Release and Cashier Statement and submit it every quarter/semester to the ETV Program
- Track your budget and ETV payment requests
- Submit a payment request form for payment needs in a timely manner



# What is covered by the ETV Program?

## POST SECONDARY/VOCATIONAL PROGRAM

### **Tuition:**

Federal or state financial aid sources will be utilized first, after this, ETV can help pay tuition.

### **Books:**

ETV funds should not be used to pay for books prior to payment from federal or state financial aid sources.

### **Loans:**

ETV funds can be used instead of student loans, to pay back student loans and cover student loan fees during the same academic year in which the loans were distributed. You must notify the school if turning down a loan offered in the financial aid package and notify ETV.

### **Equipment:**

Must be a documented requirement from the school/program accompanied by an estimated cost.

## HOUSING

### **Rent:**

Up to 100% if living alone; otherwise a percentage of the total rent based on the number of people on the lease.

### **Rental Deposits:**

Percentage of the total based on the lease agreement and number of roommates.

### **Utilities:**

Going rate.

### **Phone (land/cell):**

Basic plan only, up to \$50.00/month.



## PERSONAL

### **Personal Expenses:**

Food, laundry detergent, soap, shampoo, etc.

### **Clothing:**

Must be a documented requirement from the school/program with an estimated cost.

### **Medical Insurance Premiums:**

You still may be eligible for medicaid until your 21st birthday, check with the ETV Program manager for more details.

Regular medical insurance premiums, if the institution does not offer healthcare coverage. ETV funds cannot be used to pay for individual medical appointments, mental health services or co-pays for medical appointments or prescriptions.

## CHILD CARE

### **Child Care:**

If you are a parent that is responsible for the care of a child while in a post-secondary program, ETV can help pay the costs of childcare. This is based on the number of hours, and number of days per week while you are attending school.

## TRANSPORTATION

### **Bus, bike, car pool, etc.:**

Going rate.

### **Out of State Travel:**

Based on the going rate, expenses related to your travel from school to home.

*ETV can not be used to purchase a car. Below only applies if you can demonstrate a necessity of a car to get to and from school.*

### **Insurance:**

If you are making payment on your vehicle, full coverage. A lesser amount may be indicated by you.

### **Gas:**

Cost of round trip to school each day

### **Repairs:**

Repair may not be more than 50% of the vehicle's blue book value.

### **Maintenance:**

Routine only.

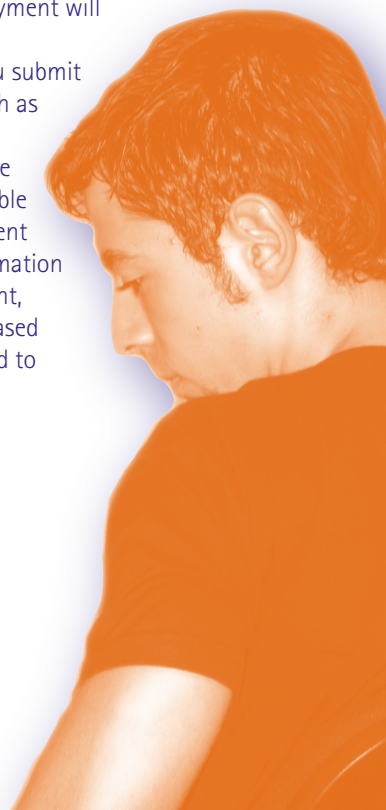


## How do the bills get paid?

- A Payment Request Form is available on the website or from the ETV Program
- Provide information regarding who the payment will go to, the amount of the payment and then fax or mail it to the ETV Program
- The ETV Program will pay for your expenses directly to the provider or reimbursement to you
- You may need to submit receipts, invoices, leases or other documents that detail expenses to the ETV Program

## Is there a payment schedule?

- No, there is no specific payment schedule
- The sooner you contact the ETV Program and complete the ETV Payment Request Form, the sooner your payment will be made
- Payments usually take 14 working days once you submit your request with your back up documents, such as receipts, lease agreements or bills
- Tuition payments are made to schools before the start of the quarter or semester whenever possible
- The ETV Program does not guarantee pre-payment
- You may be required to submit additional information and an ETV Participate Release/Cashier Statement, each quarter/semester before funds can be released
- Unlike a paycheck, ETV funds are not guaranteed to arrive weekly or monthly



# You have a role in your educational outcomes!!

- Increase your educational expectations
- Seek support, guidance and encouragement from your IL/TL providers, foster parents, caregivers, the ETV Program, and other significant individuals in your life
- Focus on both your short and long term goals
- Ask for help when you need it

**Your future may depend on it!**



**For more details visit:**

**[independence.wa.gov](http://independence.wa.gov)**

**ETV PROGRAM**

P.O. Box 45710

Olympia, WA 98504

Toll-free -1-877-433-8388 or 360-902-8482

Fax: 360-902-7588

E-mail: [ETVWASH@dshs.wa.gov](mailto:ETVWASH@dshs.wa.gov)

Together we can  
make a difference.



*Washington State*  
Department of Social  
& Health Services